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Christine Joyce

From: Dean Charter
Sent: Monday, January 27, 2014 10:38 AM
To: Manager Department
Cc: Dayle MacGillivray; Andrea Ristine
Subject: Garden Club plant sale
Attachments: plant sale 2014.pdf

Greetings,

Attached please find a copy of a request from the Acton Garden Club to hold the plant sale on the Common, and to use some of the space at 468 Main Street for logistics, as has been the case for a number of years. This sale has never presented a problem in any way, and the Garden Club continues to be most helpful in civic beautification. I recommend approval of the event. Please let me now when the BOS vote on this so I can inform the Garden Club.

Regards,

Dean

January 18, 2014

**Dean Charter
Director of Municipal Properties
472 Main St.
Acton, MA 01720**

Dear Dean,

The Acton Garden Club is preparing for our Annual Plant Sale. We are requesting permission to hold our Sale on Saturday, May 17, from 9AM to 1PM on the Acton Monument Lawn. Set-up would begin at 6AM and we expect to finish with cleanup by 3PM. We would also like to place 2 sandwich board signs on the monument about 14 days prior to May 17 to advertise the sale.

We are also requesting temporary use of the Red house across from the lawn to process our plants before the Sale. This includes the drop off of plants from our members and the labeling, pricing, and storing of the plants. This takes place the week before the Sale on Tuesday, Wednesday and Thursday, approximately 4-5 hours a day. We would use one bay of the garage, the basement and the fenced area in back of the garage. It would immensely facilitate our early morning set-up on Saturday. We will be sure to leave all facilities clean.

Thank you in advance for your cooperation. We appreciate the town's support.

Sincerely,



Plant Sale Co-Chairs

**Dia Chigas
315 Nagog Rd
Acton MA 01720**

**Stephanie Reid
336 Annursnac Hill Rd
Concord MA 01742**